



Change in Zoning / Form District Pre-Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: \$ 100

Pre-applications are due on Mondays at 2:00 p.m. in order to be processed that week. Once complete, please bring the pre-application and supporting documentation to: Planning and Design Services, 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Completed pre-application form | <input type="checkbox"/> Twelve copies of a Site Plan for the property drawn to scale (refer to the Site Plan Elements section on page 3 for additional information) |
| <input type="checkbox"/> Land Development Report ¹ | |
| <input type="checkbox"/> One detailed letter of explanation outlining the proposal | <input type="checkbox"/> \$100 pre-application fee (cash, charge or check made payable to Louisville Metro Codes & Regulations) |

Project Information:

Change in Zoning / Form District from _____ to _____

Project Name: _____

Primary Project Address: _____

Additional Address(es): _____

Primary Parcel ID: _____

Additional Parcel ID(s): _____

Proposed Use: _____ Existing Use: _____

Existing Zoning District: _____ Existing Form District: _____

Deed Book(s) / Page Numbers²: _____

The subject property contains _____ acres. The area to be rezoned contains _____ acres.

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)*¹ ☐ Yes ☐ No

If yes, please list the docket/case numbers:

Docket/Case #: _____ Docket/Case #: _____

Docket/Case #: _____ Docket/Case #: _____

Contact Information:

Owner: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Owner Signature (required): _____

Applicant: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Attorney: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Plan prepared by: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Certification Statement: A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Resources:

1. Detailed instructions to obtain a Land Development Report are available online at:
<http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at: <http://www.landrecords.jcc.ky.gov/records/S0Search.html>
3. Property ownership information can be found at the Property Valuation Administrator (PVA) office in the Fiscal Court Building (531 Court Place, Suite 504).
4. An overview of the rezoning process can be found at
<http://www.louisvilleky.gov/PlanningDesign/userguides/rezoning/applicants/>

Site Plan Elements:

(Note: These items are not required for pre-application, but will be required with formal filing)

Description

- ☐ Owner's name and address
- ☐ Developer's name and address
- ☐ Engineer's name and address
- ☐ Site Address
- ☐ Tax block and lot number
- ☐ Zoning of property
- ☐ Zoning of adjacent properties
- ☐ Existing Use
- ☐ Proposed Use
- ☐ Plan date
- ☐ Revision date

Map Elements

- ☐ North Arrow
- ☐ Vicinity Map
- ☐ Legend
- ☐ Plan Scale

Site Information & Labels

- ☐ Street names
- ☐ Property lines with dimensions (new lots shall show bearings)
- ☐ Location, ownership, deed book & page of all adjacent property owners
- ☐ Form District boundaries and transition zones shown if required by regulations

Project Plan

- ☐ Right of way / sidewalks (with widths shown)
- ☐ Existing and/or proposed structures shown and identified
- ☐ Gross building footprint area
- ☐ Gross floor area of buildings
- ☐ Net and gross acreage of site
- ☐ Height of structures
- ☐ Off-street loading areas if applicable
- ☐ Accessory structures shown with required screening if applicable
- ☐ ILA/VUA calculations (may be shown on tree canopy plan) if applicable
- ☐ Landscape buffer areas in accordance with Chapter 10 of the LDC
- ☐ Parking calculations (minimums and maximums)
- ☐ Required building setbacks with dimensions
- ☐ Net and gross density, and number of dwelling units
- ☐ Typical dimensions of parking spaces and aisles

MSD Requirements *(All items shall be checked as included or marked N/A)*

- ☐ Existing MSD Easements
- ☐ Proposed MSD Easements
- ☐ MSD Standard EPSC notes
- ☐ SUB/WM number
- ☐ Landscape Buffer Areas/WPAs
- ☐ Downstream Facilities Capacity Request
- ☐ Existing Storm & Sanitary Sewer Systems
- ☐ Topography of Site + Minimum 50' beyond property lines
- ☐ Concept Drainage (i.e. proposed storm pipes, ditches, swales, and drainage flow arrows)
- ☐ Detention Basin Location, with outlet identified & MSD easement shown for basin
- ☐ Concept Sanitary Sewers (i.e. lateral extension or location of property service connection) & identification of outlet system
- ☐ Name of sewage treatment plant serving site
- ☐ Preliminary detention calculation ($x=CRA/12$) including basin surface area, depth, volume required and volume provided
- ☐ Limits of FEMA and/or Local Regulatory Floodplains, if applicable
- ☐ Approximate increase or reduction in impervious area, in square feet